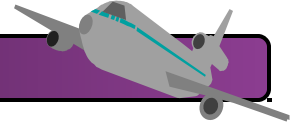


Defense Travel System-Limited



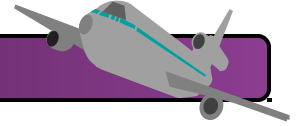
Defense Travel System-Limited (DTS-Limited)





Topics

Defense Travel System-Limited



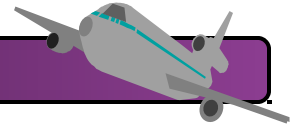
- **Welcome**
- **Administrative announcements**
- **System overview**
- **Training information**



Background



Defense Travel System-Limited



National Performance Review - Sep '93

Report called for overhaul of entire DoD travel system.

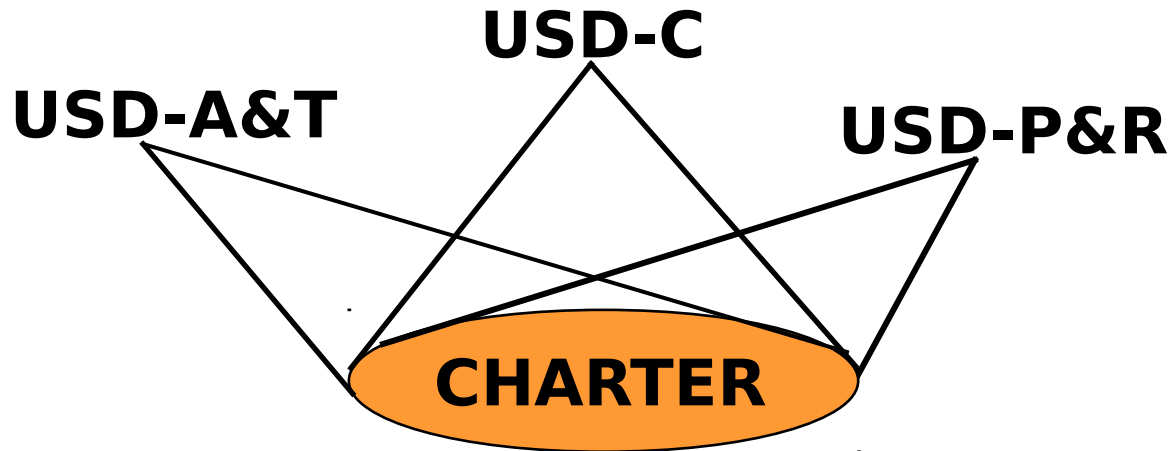
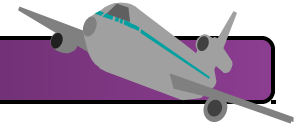
DoD Travel Reengineering Task Force - July '94

Charged with taking a fresh look at how temporary duty travel (TDY) is performed in DoD and develop a new travel system.



DoD Reengineering Travel Task Force

Defense Travel System-Limited



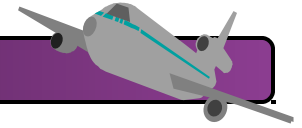
Develop a fair & equitable temporary duty travel system for all DoD organizations that:

- **Meets mission requirements**
- **Improves service**
- **Reduces costs**



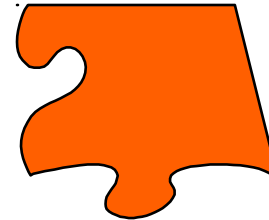
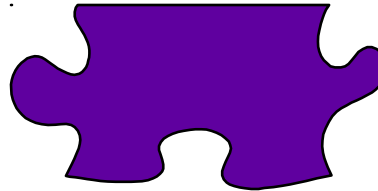
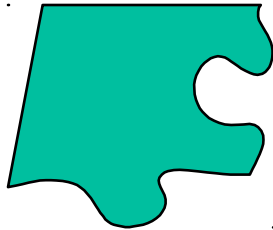
Essential Elements of The Current System

Defense Travel System-Limited



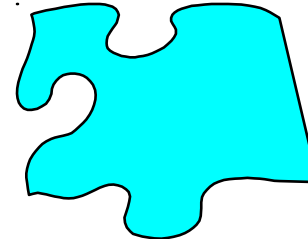
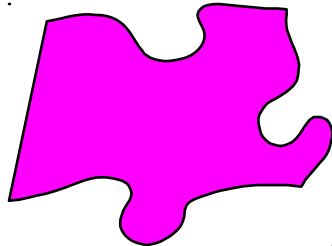
Arrangements

Policy



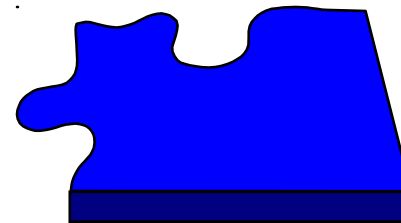
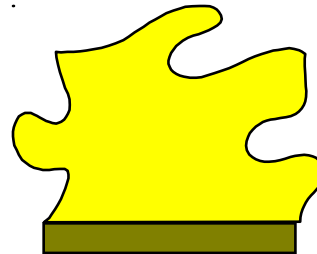
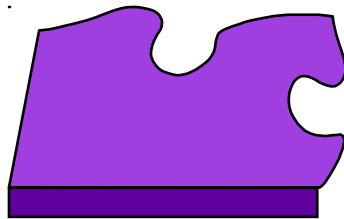
Payment

Authorizati
on



Accountability

Executi
on



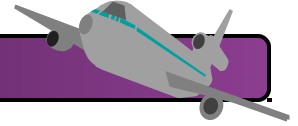
Audit
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Reconciliati
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Task Force Findings

Defense Travel System-Limited

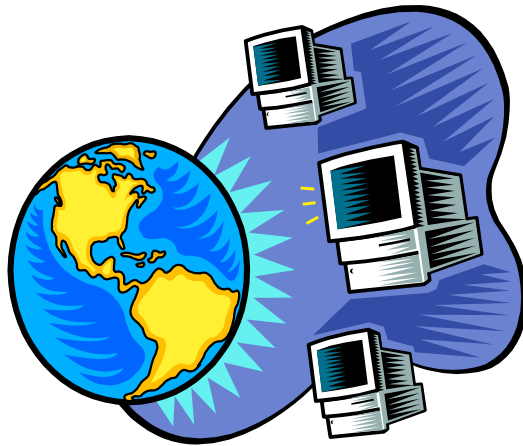
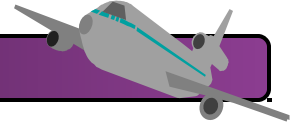


- **All aspects of DoD TDY travel system represented in membership**
- **Issued report in January '95**
- **Determined that current system was:**
 - ✓ **fragmented**
 - ✓ **expensive**
 - ✓ **inefficient**
 - ✓ **difficult to manage**



System Vision

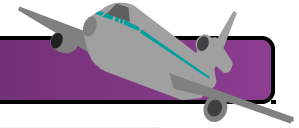
Defense Travel System-Limited



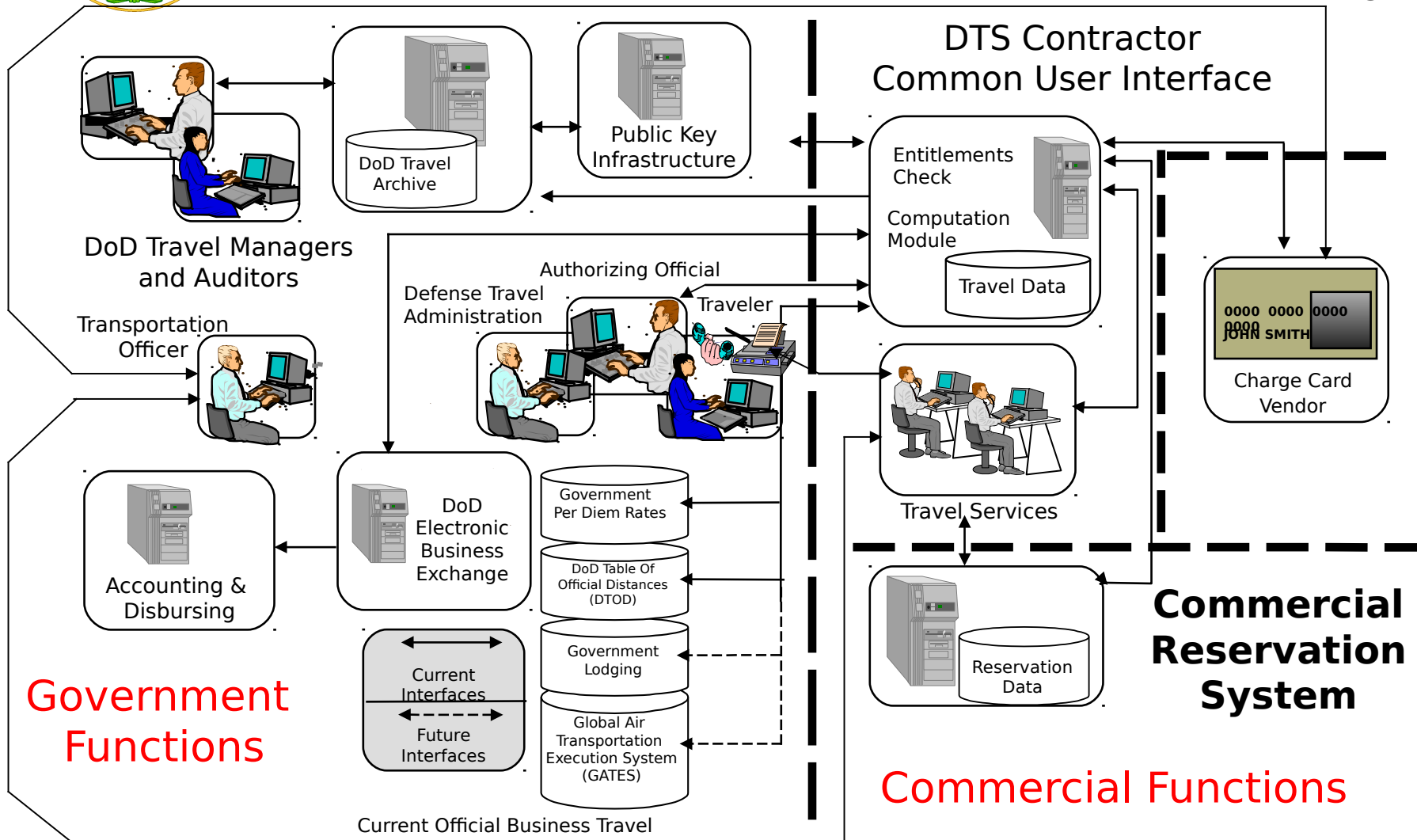
A seamless, paperless, temporary duty travel system that meets the needs of travelers, commanders, and process owners. It must reduce costs, support mission requirements, and provide superior customer service.



Defense Travel System



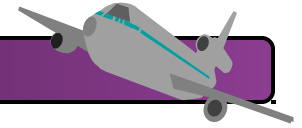
Defense Travel System-Limited





What is DTS-Limited

Defense Travel System-Limited



**Single Version of off-the-shelf
software
(Travel Manager)**

- **Provides format similar to full DTS**

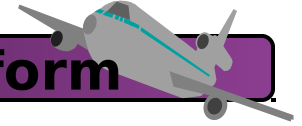
**both electronic and manual
capabilities
to create travel authorizations
and
vouchers**

- **Certified computation module**





Why DTS-Limited



Allow future DTS users opportunity to perform substantial portion of DTS functions assisting in cultural and process changes required for full DTS implementation

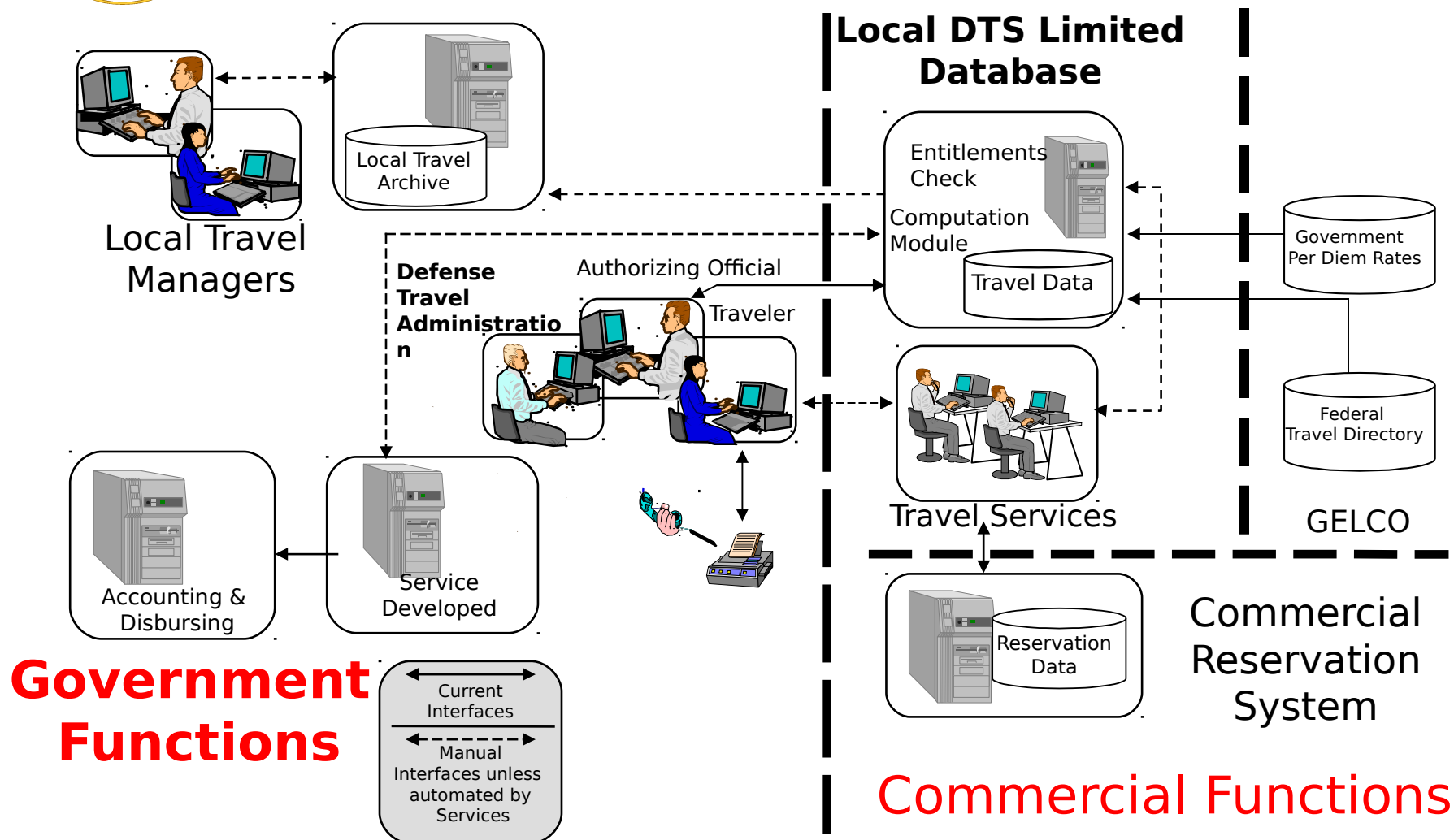
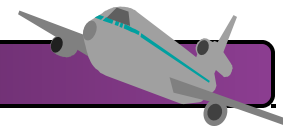
- ✓ **Users gain experience with DTS and receive software training, improving the fielding of full DTS**
- ✓ **Locations scheduled near the end of full DTS deployment provided with capabilities to capture some process savings sooner**



DTS-Limited



Defense Travel System-Limited



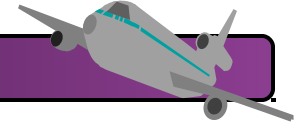
Government Functions

Commercial Functions



DTS vs. DTS-Limited

Defense Travel System-Limited



DTS

DTS-Limited

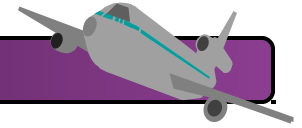
- Travel Authorization, Orders
- Static Flight, Hotel Database
- Travel Voucher
- Pre-Audit Documents
- Printed Documents
- Stand-alone Version
- Client Server Version (LAN)
- Route and Review
- Budget Modules
- Certified Computation Module

- External Interfaces
- Common User Interface
- DADS
- DMDC Archive
- DTOD
- GDS Live Reservation Availability
- Digital Signature



How Used

Defense Travel System-Limited



Three applications for use:

1. Stand alone - forms engine application, printing paper documents
2. Stand alone or client server with certified computation module printing out "certified documents"
3. Client server with certified computation module
and user-written interface to
accounting/disbursing
system.

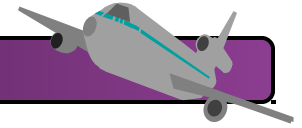


Service/Agency Decision on Use



Levels of Use

Defense Travel System-Limited



LEVEL 1 Electronic travel order writer

LEVEL 2 Full Level 1 plus electronic
voucher computation

LEVEL 3 Full Levels 1&2 plus “**USER**”
developed external interface to
DADS and/or CTO

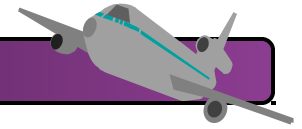


Service/Agency Decision on Level



Travel Categories “Not Authorized”

Defense Travel System-Limited



The following travel categories “**should not**”
be processed through DTS-Limited:

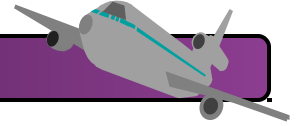
- ✓ Personally procured transportation (tickets not purchased through CTO)
- ✓ TDY/TAD with: leave, accompanying family members, constructive travel
- ✓ Field duty for military and civilian that includes “missed meal”
- ✓ Lodging costs for civilians incurred during field duty
- ✓ Private auto mileage (other than to/from terminal) not verified through the Defense Table of Official Distances (DTOD)
- ✓ Partial payments
- ✓ Settlement vouchers with “non-ATM” advances





DTS-Limited Training

Defense Travel System-Limited



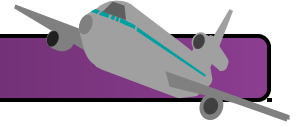
- **Joint training effort:**
 - **Government:**
Policies/Procedures
 - **TRW: System training on**
use of
DTS-Limited software
- **Comprehensive training materials**



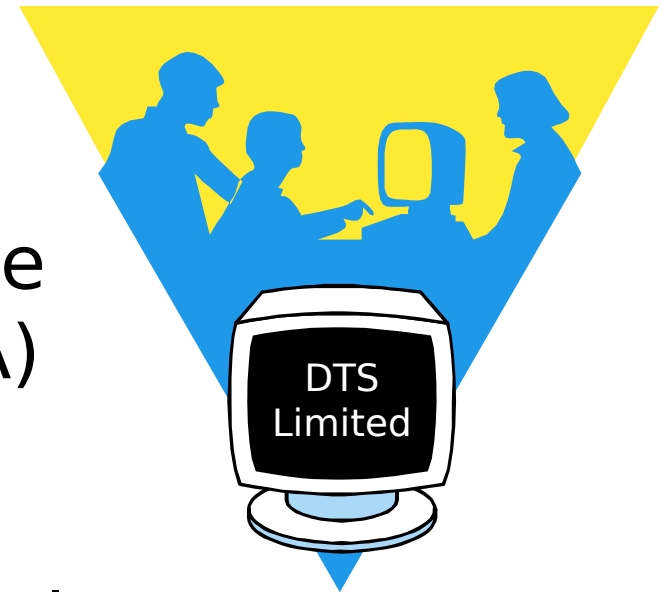


Training Process

Defense Travel System-Limited

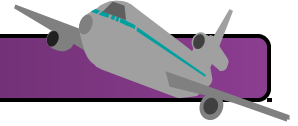


- Four (4) day class
- Modeled after DTS Defense Travel Administration (DTA) training
- Designed for DTA personnel





Target Audiences



Defense Travel System-Limited

Defense Travel Administration (DTA):

administrative aspects of the DTS-Limited and set-up at the organizational level (as determined by Service or Agency)

Authorizing Officials (AO): authority to determine when temporary duty (TDY) travel is necessary, authorize travel, approve arrangements

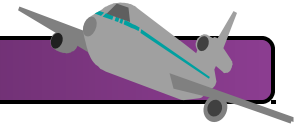
Travelers: have access to, or require the services of the DTS-Limited software for authorizations and voucher preparation





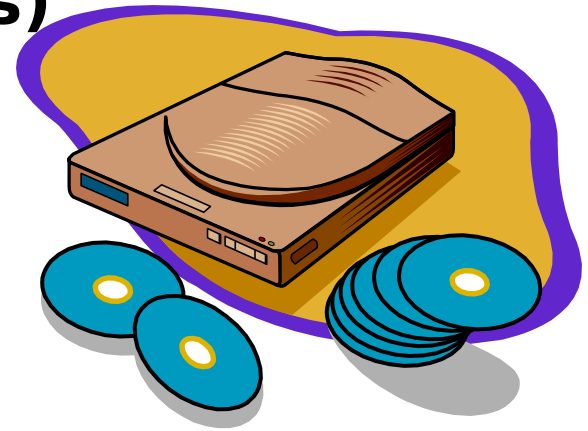
Training Support

Defense Travel System-Limited



CD-ROM that includes:

- **Lesson Plans (script/slides)**
- **DTA Users Guide**
- **Finance Guide**
- **Labor Relations Guide**
- **Glossary**
- **Electronic Library**
- **Help Desk Information**

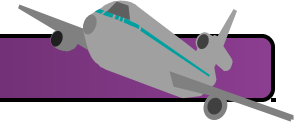


COMPUTER BASED TRAINING (CBT) WILL ALSO BE PROVIDED AS PART OF DTS-LIMITED SOFTWARE



DTS-Limited

Defense Travel System-Limited



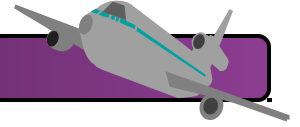
**AN EFFECTIVE TRAINING
PROGRAM IS ESSENTIAL
FOR THE SUCCESSFUL
IMPLEMENTATION OF
DTS-LIMITED.**





DTS-Limited

Defense Travel System-Limited



Questions?

